



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES**



RFP Number: **1948F**

**Construction Inspection Services: Rehabilitation of I-95  
from I-495 to North of Brandywine River Bridge and Associated Projects**

Submission Due Date/Time: **Thursday, August 8, 2019 at 2:00 P.M. Local Time**

Agreement Type: Project Specific

One (1) Agreement may be awarded from this solicitation

The resulting agreement may be State & Federal funded

The anticipated method of payment is cost plus fixed fee

29 Del.C. §6981, 2 CFR part 200

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**PROJECT INFORMATION**

This Request for Proposal (RFP) issued by the Delaware Department of Transportation is for the purpose of acquiring Proposals from interested firms to provide construction inspection services for the rehabilitation of I-95 from I-495 to north of Brandywine River Bridge and associated projects.

**PROFESSIONAL SERVICES REQUIRED**

Services include but are not limited to the following: Construction Inspection

**PROJECT DESCRIPTION**

Construction inspection services are desired for the Rehabilitation of I-95 from I-495 to North of Brandywine River Bridge; Rehabilitation of I-95, Second Street On-ramp; and several smaller contracts associated with the rehabilitation of I-95.

The Second Street On-ramp will be bid this year and may start as early as the late fall of 2019. The section of I-95 from I-495 to North of Brandywine River Bridge is planned to start in the spring of 2021.

The successful candidate must:

- have experience administering large, complex construction projects in excess of \$50,000,000.00
- be able to provide experienced personnel to help with constructability reviews
- be familiar with the CM/GC method of contracting
- be able to provide personnel capable of inspecting large bridge deck pours and structure/substructure rehabilitation work
- be able to provide personnel capable of inspecting PCC and Hot Mix pavement
- be able to assist the Department and its consultants with public outreach
- be able to read and interpret CPM schedules
- be available for round the clock work
- be able to provide surveyors and materials inspectors

The firm must be able to assemble an inspection team capable of handling a large, complex project that includes earthwork, paving, guardrails, structure rehabilitation, complex MOT schemes, drainage work, railroad coordination, utility work, estimating, construction record keeping, fencing, lighting, signing, landscaping, foundations, sidewalks and ADA features, video pipe inspections, and other work that normally appear on contracts of this nature.

The selected firm will be expected to provide NICET (or equivalent) certified personnel, at the required skill level identified in the firm's proposal, from the beginning of the assignment through completion. The Department may waive the NICET certification requirement on certain tasks if in the best interest of the Department. It is expected that the personnel identified in the firm's proposal be available for task assignments when requested.

## **QUESTIONS**

Questions are to be submitted to [DOT.profservices@delaware.gov](mailto:DOT.profservices@delaware.gov). In order to ensure a timely response, questions must be submitted according to the Procurement Schedule. The Department's response to questions, along with this RFP and related information, are posted on the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>.

## **DISADVANTAGED BUSINESS ENTERPRISE**

An eleven percent (11%) DBE goal has been established for the sum total of all federally-funded tasks associated with this Agreement. The Department will require ongoing reviews and approval of *good faith efforts* before a Notice to Proceed is issued. Department DBE Program staff will monitor this Agreement to ensure that good faith efforts are being made to meet the DBE goal. DBE firms must be certified through DelDOT's DBE Program in order to qualify toward meeting the goal.

## **PROCUREMENT SCHEDULE**

Action Item	Date	Time
Deadline for Questions to ensure response:	Ten (10) business days prior to the proposal due date	2:00 P.M. Local Time
Final Response to Questions posted by:	Five (5) business days prior to the proposal due date	2:00 P.M. Local Time
Proposals Due no later than:*	<b>Thursday, August 8, 2019</b>	2:00 P.M. Local Time

**NOTE:** Only asterisk (\*) marked date changes will be communicated (via posted Addendums).

## **PROPOSAL REQUIREMENTS**

Interested firms must submit the material required herein or they may not be considered for the project:

1. Proposals must be received prior to the Submission due date and time indicated above.

Facsimile and E-mail responses to this RFP are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. It is the responsibility of the submitter to ensure the Proposal is received on time. DelDOT's time is considered the official time for determining the cut-off

for accepting submissions. To be considered for this agreement, firms must submit the Proposal as set forth herein. Any variation, including additions, may negatively impact the scoring.

**Proposals are to be delivered to:**

Contract Administration – RFP 1948F  
Delaware Department of Transportation  
800 Bay Road  
Dover, DE 19901

Should the office be closed at the time responses are due (such as an unexpected event or inclement weather) the submission due date shall be the following business day, at the time originally scheduled.

2. **The Prime Consultant must be Registered**, or submit application for registration with DelDOT at or before the time of submission in order to be considered. For registration information, click [here](#).
3. **Submit one (1) original and five (5) hard copies** of the Proposal. Receipt of insufficient copies or non-compliance with providing the requested information in the desired format, may negatively impact the scoring.
4. **Submit two (2) pdf format electronic copies** (e.g. CD, flash drive) of the Proposal; one original and one a redacted copy. The original must be a .pdf file of the original signed proposal as submitted and should be clearly marked “Original”. The redacted copy must be a .pdf file of the original signed proposal with any proprietary or confidential information redacted, and this copy should be clearly marked as “Redacted”. Electronic copies are to be submitted with the printed Proposal. The electronic redacted copy is required even if the submission contains no proprietary or confidential information.

*To determine what information may be considered proprietary or confidential and may be redacted from their Proposal, firms should review Delaware’s Freedom of Information Regulations [here](http://regulations.delaware.gov/AdminCode/title8/1400.shtml#TopOfPage); <http://regulations.delaware.gov/AdminCode/title8/1400.shtml#TopOfPage>. Under Delaware FOIA law, 29 Del. C, §10002(l)(2), “Trade secrets and commercial or financial information...which is of a privileged or confidential nature” are “records that shall not be deemed public” and are therefore exempt from disclosure under FOIA.*

**5. Architect-Engineer Qualifications; GSA SF330:**

<http://www.gsa.gov/portal/forms/download/116486>

Follow instructions for the SF330, and add the following Individual Agency Instructions:

- A. Part I Section C 11, Proposed Team;  
Indicate if DBE firm and approximate percentage of contract cost they will perform.
- B. Part I Section E, Resumes of Key Personnel Proposed for this Contract;  
Resume information is limited to eight (8) individuals regardless of affiliation.
- C. Part I Section F, Example Projects;  
Example Projects provided are limited to ten (10).
- D. Part I Section H 30, Additional Information;
  - 1) The Prime consultant must indicate the current workload with the Department by listing the following in a table format:

Agreement No.; Agreement Title; Consultant PM; Prime or Sub; Total Dollars paid to date; current number of Tasks issued; and date of contract expiration.

- 2) List any DelDOT Agreement number your firm has been selected for and not included above.
- 3) Firms may include a "Rating Criteria Support Information" Section limited to four (4) pages on two (2) sheets of paper within Section H that covers any information that directly relates to your ability to meet the specific rating criteria cited within the RFP document. The Department recommends formatting this section using Times New Roman, 12 pt. font.

Note: Letters of Interest should not be included.

6. **Joint venture** submissions will not be considered.
7. **DelDOT reserves the right to reject** any and all submissions. Submissions become property of the Department and shall be retained electronically for a minimum period of three (3) years from the date of receipt. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.
8. **Required Certification Forms.** All firms responding to the RFP must complete and return the submission forms located in 'Appendix A' of this document.

No promotional materials or brochures are to be included as part of the submission.

## **RATING CRITERIA**

#	Criteria Description:	Weight
1	Key staff and project team qualifications	30 %
2	Firm's experience in administering large, complex projects	20 %
3	Ability to provide inspectors qualified to inspect structures	20 %
4	Firm's resources and capability to accomplish proposed work on schedule	15 %
5	Project understanding, approach, services required	15 %
TOTAL :		<b>100%</b>

## **OVERVIEW OF SELECTION PROCESS**

- This is a project specific agreement where the services as described in this RFP will be provided over the life of the project.
- This is a single phase solicitation process with the availability for discussions with three (3) of the most highly qualified firms. Based upon the listed criteria and evaluation of each firm's submitted proposal, the Selection Committee may decide if a small sample task and/or discussions will be held with the most highly qualified consultants. If discussions are held, they will serve to clarify the technical approach, qualifications, and capabilities provided in response to the RFP, after which the committee will determine the ranking of the candidate firms.
- Selection Committee members will individually score each firm's submitted proposal which determines individual ranking. The Department's ranking is the combined ranking of all Committee members. Firms, in order of ranking, will have the opportunity to negotiate an agreement with the Department. If the Department cannot reach agreement with the highest ranked firm(s), the Department terminates negotiations and begins negotiations with the next highest ranked firm, and so on until an agreement is

reached. The Department notifies via email the awarded firm(s) of the opportunity to enter into an agreement with the Department. This notification also includes information on the next steps for the agreement process.

- After the ranking process has been completed, applicable price information will be requested from the successful candidate firm(s), such as; salary rates for various classifications of personnel; and an indirect cost derivation for the most current accounting period.
- Payroll burden and overhead will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with your current accounting firm to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.
- Selection Committee membership appointments are confidential. The Department's Professional Services Procurement Manual may be viewed [here](#).

## **MISCELLANEOUS**

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Proposal.

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subconsultants currently debarred or suspended is ineligible to participate as a candidate for this process. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

Department of Transportation  
State of Delaware  
By: Jennifer Cohan  
Secretary  
Dover, DE

## **Appendix A - REQUIRED FORMS**

The following completed forms are required to be returned with each proposal:

- Certification of Eligibility
- Certificate Of Non-Collusion
- Certification Of Restrictions On Lobbying

## **CERTIFICATION OF ELIGIBILITY**

### **Delaware Department of Transportation**

#### **Request for Proposal 1948 - Construction Inspection Services: Rehabilitation of I-95 from I-495 to North of Brandywine River Bridge and Associated Projects**

We have read Request for Proposal number 1948 and fully understand the intent of the RFP as stated, certify that we have adequate personnel and knowledge to fulfill the requirements thereof, and agree to furnish such services in accordance with the contract documents as indicated should we be awarded the contract.

\_\_\_\_\_ hereby certifies that it is not included on the United States Comptroller General's Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standard Provisions.

\_\_\_\_\_ Signature of the Bidder or Offeror's Authorized Official

\_\_\_\_\_ Name and Title of the Bidder or Offeror's Authorized Official

\_\_\_\_\_ Date

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
Month Day Year

## CERTIFICATE OF NON-COLLUSION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting to such prices, with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

\_\_\_\_\_ Signature of the Bidder or Offeror's Authorized Official

\_\_\_\_\_ Name and Title of the Bidder or Offeror's Authorized Official

\_\_\_\_\_ Date

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_ My commission expires: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
Notary Public Month Day Year

## CERTIFICATION OF RESTRICTIONS ON LOBBYING

The Bidder or Offeror certifies, to the best of its knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification thereof.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions (as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)).
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

THE BIDDER OR OFFEROR, \_\_\_\_\_, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY. IN ADDITION, THE BIDDER OR OFFEROR UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND DISCLOSURE, IF ANY.

\_\_\_\_\_ Signature of the Bidder or Offeror's Authorized Official

\_\_\_\_\_ Name and Title of the Bidder or Offeror's Authorized Official

\_\_\_\_\_ Date